



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, APRIL 27, 2020
5:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

The Special Village Board meeting was conducted via Zoom, and Mayor DiMaggio and Village Clerk Lobaito were present at Village Hall participating via Zoom.

Mayor DiMaggio called the meeting to order at 5:03 p.m. Roll call indicated the following members were present: Mayor DiMaggio, Trustees Kaiser, Kosik, Riess and Corrigan. Trustee David was absent.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief of Police Jennifer Paulus, Public Works Director/Village Engineer Erika Frable, PE, Parks and Recreation Director Brian Sullivan, and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

At this time, the public is welcome to address the Board. Please keep your remarks concise and state your name and address so that a staff member can follow up with related information if requested.

Joe Roth, Illinois Association of Realtors – Mr. Roth stated he would like the opportunity to review the short-term rental ordinance before Board consideration. He expressed concern for unintentional consequences. He asked for flexibility for people who are temporarily displaced needing a week or a month for temporary housing. He suggested limiting the number of people as opposed to limiting the time of the rental. Mayor DiMaggio indicated the concern is with homes being rented for parties and thanked Mr. Roth for his comments.

Beth Penesis, Aqua Illinois – Ms. Penesis addressed the Board regarding the boil order that was issued this past weekend. She informed the Board of the situation, the steps Aqua Illinois took to inform the residents, and she acknowledged that Aqua needs to do a better job with communications, as some were not notified. She apologized to the residents and assured all that they are committed to good service with quality water. Trustee Corrigan noted that Lake County Public Works came through the neighborhood informing residents of the boil order, and then again when the order was lifted.

IV. MAYOR’S REPORT AND COMMITTEE REPORTS

A. Mayor’s Report-----Dominick DiMaggio, Mayor

Mayor DiMaggio reported that he has been attending the staff Zoom meetings every week and he is very proud of how staff has been running the Village remotely during this time. He said he has received a lot of positive feedback from residents on how well operations are running. He reported that he is checking in with the homeowner’s associations to keep communications open, and he noted that neighbors are supporting our local restaurants by placing group orders.

1. Appointment of Jodi McCarthy as Trustee

Mayor DiMaggio noted that he had resigned his trustee’s seat since he has been appointed Acting Mayor. As such, he nominated Jodi McCarthy to fill his seat at trustee. He highlighted Jodi’s commitment to the Village by serving on the Finance Committee for several years, and welcomed the opportunity to work with her on the Board. He noted that Jodi will serve as the Trustee Liaison to the Planning, Building and Zoning Commission and to the Zoning Board of Appeals.

Motion by Corrigan, second by Riess to appoint Jodi McCarthy as Trustee.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan

Nays: None

Absent: David

Motion carried.

2. Administration of the Oath of Office to Jodi McCarthy

Ms. Lobaito administered the Oath of Office to Jodi McCarthy.

3. Appointment of Mahmood Mohiuddin to the Sustainability Committee

Motion by Riess, second by Kaiser to appoint Mahmood Mohiuddin to the Sustainability Committee.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: None

Absent: David

Motion carried.

- B. Sustainability Committee-----John Bickley, Chair
Steve Riess, Trustee Liaison
No report this month.
- C. Zoning Board of Appeals-----John Kosik, Chair
Jodi McCarthy, Trustee Liaison
No report this month.
- D. Planning, Building and Zoning Commission-----Jim Merkel, Chair
Jodi McCarthy, Trustee Liaison
No report this month.
- E. Finance Committee-----Jayne Kosik, Chair
Kelly Corrigan, Trustee Liaison

Trustee Kosik reported on the committee’s recommendation to purchase two public works trucks. She also reported that the January/February financial statements were trending on budget. The audit will be presented at the May Village Board meeting. Trustee Kosik said that Ms. Newton updated the Finance Committee in light of the COVID-19 virus, noting that department heads have been asked to cut their budgets by 10%. Lastly, Trustee Kosik noted the committee discussed the difficulties and challenges associated with opening the aquatic center in light of COVID-19. Pool passes are trending \$40,000 behind this time last year.

Trustee Corrigan discussed the expenses with opening the pool, such as staffing, filling and heating the pool, chemicals and backflowing the system. She also expressed health concerns regarding COVID-19. She reminded the Board that the pool is sustained in part by the general fund and reserves, and that the Village cannot afford the projected losses for this season in light of the Stay at Home order due to COVID-19. With the governor’s Stay at Home order in place until May 30th, the earliest the pool could open would be the end of June. She noted the Village should let the pool staff know as soon as possible if the aquatic center is not going to open.

Mr. Sullivan stated that the savings to the Village if the pool remains closed this season would be about \$175,000, and noted that the pool normally operates at a loss. He reported that the Village has collected about \$28,000 in pool pass money to date, and that people will be offered to keep their money on account with the Village to lock in their 2021 rates at the current rate with an offer of some additional daily passes, or they will be given a refund.

Mayor DiMaggio also noted that the July 4th celebration is still planned, but that it’s pending governor authorization due to COVID-19.

1. Approval of the January Financial Statements

Motion by Riess, second by Kosik to approve the January Financial Statements.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: None
Absent: David
Motion carried.

2. Approval of the February Financial Statements

Motion by Riess, second by Corrigan to approve the February Financial Statements.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy
Nays: None
Absent: David
Motion carried.

3. Approval of an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2019 and Ending December 31, 2019

Motion by Corrigan, second by Kaiser to approve an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2019 and Ending December 31, 2019.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy
Nays: None
Absent: David
Motion carried.

4. Aquatic Center Discussion and Direction

Based upon the Finance Committee recommendation and discussion amongst the Board members, it was the consensus of the Village Board that due to COVID-19 and the Governor's Stay at Home order, the aquatic center should remain closed for the 2020 season.

F. Hawthorn Woods In Bloom-----Megan Masana, Chair
James W. Kaiser, Trustee Liaison

Trustee Kaiser noted that the Committee did not meet this month. He also reported that the AIB symposium and judges on-site visit have been cancelled this year due to COVID-19, but that the judges would conduct a virtual tour of the Village.

V. NEW BUSINESS

A. Consent Agenda

1. Approval of the February 24, 2020 Village Board Meeting Minutes

2. Approval of Bills List Dated April 2020
3. Approval of the Paid List Dated April 2020
4. Approval of an Ordinance Providing for the Official Zoning Map of the Village of Hawthorn Woods, Lake County, Illinois
5. Approval of an Ordinance Authorizing the Execution of an Agreement—
Summer Concert—Off the Charts
6. Approval of an Ordinance Authorizing the Execution of an Agreement—Public
Works Sewer Department Truck
7. Approval of an Ordinance Authorizing the Execution of an Agreement – Public
Works 2-Ton Truck
8. Approval of an Ordinance Extending Ordinance No. 1985-19 An Ordinance
Imposing a Moratorium on Adult-Use Cannabis Businesses Pursuant to Public
Act 101-0027 While the Village of Hawthorn Woods Reviews Possible Text
Amendments as Part of the Village Code of the Village of Hawthorn Woods
9. Approval of an Ordinance Amending the Village Code of the Village of
Hawthorn Woods—Title 3, Business and License Regulations—Regarding
Short-Term Rentals
10. Approval of a Resolution—Arbor Day
11. Approval of a Resolution of the Village of Hawthorn Woods, Lake County
Illinois Designating Hawthorn Woods as a BEE CITY USA® Affiliate

Item #9 was removed from the Consent Agenda.

Motion by McCarthy, second by Kaiser to approve the Consent Agenda with the exception of item #9.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: None

Absent: David

Motion carried.

Mayor DiMaggio asked that this item be removed from the Consent Agenda due to Mr. Roth's comments earlier in the evening. He asked Mr. Brankin if in his opinion he thought this ordinance would have a negative impact on leasebacks, or if he thought there would be any unintended consequences. Mr. Brankin responded he had no concern, and that if there were any extraordinary circumstances, he would imagine the Village would work with people and their individual circumstances.

Trustee Corrigan commented that a similar ordinance was before the Board a few years ago. She also mentioned that due to a fire, she was aware of a home in her neighborhood that was rented for 2 – 3 months by the displaced family. The ordinance as written would have precluded this family from renting the home.

Ms. Newton said six months was included in the ordinance after reviewing how some neighboring communities addressed the timeframe in their ordinances. After some discussion, it was suggested the ordinance be changed to reflect a three-month timeframe.

Motion by McCarthy, second by Riess to approve Consent Agenda Item #9, Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3, Business and License Regulations—Regarding Short-Term Rentals with the timeframe being changed to three months.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: None

Absent: David

Motion carried.

Janet Sharlach – Ms. Sharlach, resident, asked whether she can rent a part of her home under this ordinance. Mr. Brankin responded that this ordinance is specifically written for dwellings, and not for the rental of rooms. He noted that renting rooms would have other restrictions.

B. Items for Separate Action

1. None this month.

VI. OLD BUSINESS

A. None this month.

VII. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer – Pamela O. Newton, MSOL, CM

Ms. Newton noted that the department head reports would be verbal this evening. She commended staff for not missing a beat while working from home during the last several weeks. She also noted some of the Village Board members have been participating in the Zoom meetings being conducted by the department heads. Ms. Newton has been working to lobby for the collection of property taxes on a timely basis. She also noted that the Village has submitted its application for FEMA for federal assistance in light of COVID-19. She also reported that the Village has received a \$16,000 grant for Meadowlark Park grasses. Due to the potential for delayed revenue from the state, the department heads worked to reduce their budgets by 10%, and certain purchases will be eliminated or delayed for the time being. Summer interns have been cut from the budget and certain consultants have been furloughed. Ms. Newton noted that the Village has received its first revenues related to cannabis sales in the state, \$1,300 for two months.

Mayor DiMaggio asked for a status update on the CFO search. Ms. Newton responded that she has not heard anything from the search firm, but that there was no end date for them to accept resumes.

Trustee McCarthy noted that she saw a payment to the Lake County Health Department regarding the annual license for the pool. She asked if the Village would be seeking a refund. Mr. Sullivan said the Village already asked for a refund, but the County denied the request.

B. Report from the Village Attorney

Mr. Brankin reported that he was in court in Cook County today regarding an emergency motion regarding the Cook County Health Department's refusal to release COVID-19 information to first responders. He noted that Lake County is seeking similar legal relief as well.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito, RMC
 - a. Chief Administrative Officer's Report

Ms. Lobaito reported that all employees who normally work on computers had been set up with LogMeIn to work from home during the Stay at Home order by the Governor. She noted that the employees have been serving the residents and the public with professionalism during this time.

- b. Village Clerk's Report

Ms. Lobaito updated the Board on the 2020 Census. She noted that the self-reporting schedule has been extended from July 31, 2020 to October 31, 2020. As of April 25, 73.6% of Hawthorn Woods' residents have responded to the 2020 Census. She encouraged all residents to respond since federal dollars are funneled to the state and village based upon population.

- c. Community Development Department Report

Ms. Lobaito reported that the Building Department staff has been keeping busy with numerous home improvement permits. She reported that in the months of March 2019, and 2020, 29 building permits had been issued. She also noted that in March 2019, 3 new home permits had been issued, and 6 had been issued in March 2020. She also reported that the code enforcement officer has seen an uptick in code compliance issues to address. Ms. Lobaito informed the Board that in light of the COVID-19 issue, she contacted all major home builders in town to gain an understanding on their companies position and possible revised projections through years' end. Some builders have seen a marked decrease in showings and sales, while others have not. She will report this information to the Board on a monthly basis.

She also noted that the inspectors are conducting some indoor inspections virtually, and that they are going well.

2. Interim Chief Financial Officer – David Clark
 - a. Finance Department's Report

Ms. Newton and Trustee Kosik reported on the Finances earlier in the meeting.

3. Chief of Police – Jennifer R. Paulus, CPC
 - a. Police Department's Report

Chief Paulus reported that the police have modified the way they handle certain situations to minimize contact with people. They take a lot of reports over the phone. She noted that traffic stops and crashes are down significantly, but that the department is staffed 24/7. She reported that one officer has been called up to active duty for one year because of COVID-19, and that his shifts will be covered by other officers in the department.

4. Director of Public Works/Village Engineer – Erika M. Frable, PE
 - a. Public Works Department's Report

Ms. Frable thanked the Board for the approval of the two trucks for her department. She reported that the Village terminated the cleaning contract, and that Public Works employees are now cleaning the facilities which has been a cost savings. Her staff is now in 36 hours per week with other hours being spent on online training.

5. Director of Parks and Recreation – Brian J. Sullivan, MPA, CPSI, CPRP
 - a. Parks and Recreation Department's Report

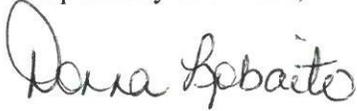
Mr. Sullivan reported that hiring for summer staff has been suspended. He noted that his department staff prepared a virtual activity book for kids, and they are working on one for adults. He said that the IAPD and IPRA are interested in our activity books to use as a model. He also reported that his staff is working on virtual fitness and training classes, and an online story time.

Mr. Sullivan also noted that all summer concert contracts and our fireworks contract contain language regarding the ability to cancel the contract with no penalty if emergency orders are still in place.

VIII. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donna Lobaito". The signature is written in black ink and is positioned above the printed name and title.

Donna Lobaito
Village Clerk